May 13, 2004

**OKLAHOMA BULLETIN NO. OK360-4-19**

**SUBJECT:  PER - New Employee E-mail Address and ICAMS and WebTCAS/WebCAAF
              IDs and Passwords**

**Purpose:**  To inform employees of the administrative process for setting up e-mail address and
            WebTCAS password for new employees.

**Expiration Date:** September 30, 2004

The e-authentication process requires much coordination between Internet Based Combined
Administrative Management Systems (I*CAMS), WebTCAS, and electronic mail.  The
procedures for providing new employees with an ICAMS ID and password, WebTCAS ID and
password, and e-mail will be as follows:

1.  Human Resources (HR) will issue an ICAMS ID.  HR will process a new employee's
    personnel action not later than the first Friday of the pay period.  In special
    circumstances, (i.e. pay period 1 when Pay Adjustments take place) it may be the
    second week of a pay period before HR can process a personnel action.

2.   IT will be notified with the employee's ICAMS ID so an e-mail address can be
    established.  It is projected that e-mail accounts will be established by the end of the first
    week of the pay period.

3.  Once an e-mail address is set up, HR can issue a password for ICAMS and the new
    employee will be notified.

4.  HR will notify the Security Office in Fort Collins, CO, so a WebTCAS/WebCAAF
    password can be issued.  (The WebTCAS/WebCAAF ID is the same as the ICAMS ID).
    When Human Resources receives the WebTCAS/WebCAAF password the new
    employee will be notified via e-mail.

The Human Resources, Financial Management, and Information Technology staffs will continue
to work together to streamline these processes.  Your patience and understanding is
appreciated.  If you have questions concerning ICAMS contact Linda Garabedian at
405.742.1210, for questions concerning WebTCAS contact Gerry Cole at 405.742.1217, and for
questions concerning e-mail contact Harold Kane at 405.742.1231.

/s/ - (John Glover – Acting For)

M. DARREL DOMINICK
State Conservationist

DIST:  AE

The Natural Resources Conservation Service provides leadership in a partnership effort to help people
conserve, maintain, and improve our natural resources and environment.

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